

APPROVED

TOWN OF WESTFORD

BOARD OF SELECTMEN

MINUTES

DATE: June 10, 2003

TIME: 7:30 P.M.

PLACE: J.V. Fletcher Library

PRESENT: Christopher Romeo, Robert Jefferies, Dini Healy-Coffin,
James Silva

ABSENT: Allan Loiselle, Steve Ledoux-Town Manager

OTHERS

PRESENT: Norman Khumalo-Assistant Town Manager, Audience
Members

Open Forum

Silva reported that he recently attended a New Officials Finance Forum hosted by the State regarding municipal financing.

Romeo announced that the TREAD Program is seeking donations to help defray the cost of real estate taxes for elderly and disabled Westford residents.

Romeo announced that the Affordable Housing Committee would be meeting on Wednesday, June 18, 2003 at 7:30 a.m., Tadmuck Senior Center. Romeo reported that the committee has recently increased its membership.

Presentation from Bette Hook

Bette Hook, 125 Carlisle Road, presented a certificate to the Board from the Col. John Robinson Chapter of the Daughters of the American Revolution thanking the Board for proclaiming Constitution Week in September. Hook also presented to the Board *The Flag Code* prepared by the National Society Daughters of the American Revolution, Washington, D.C.

Resolution on Harry C. Solomon Mental Health Center

Romeo reported that he received a telephone call from Lowell City Councilor Bud Caulfield regarding the recent State budget cuts which impacted the outpatient services at Solomon Mental Health Center. Caulfield is attempting to get support from other communities for the Center through a Resolution which urges the Governor and the Legislature to restore the funds to the budget in order to reinstate the services of the Solomon Outpatient Department. It was moved by Healy-Coffin, seconded by Silva, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to support the Resolution for the Solomon Mental Health Center to be sent to Governor Mitt Romney. The Board signed the Resolution. Khumalo will forward the signed Resolution to the City of Lowell. The Lowell City Council will send a packet of signed Resolutions to the State.

Update on Master Plan

Ingrid Nilsson and Mike Green, Co-chairs of the Master Plan Implementation Committee (MPIC), provided the Board with an Update on the Implementation of the 1995 Master Plan dated May 2003. Nilsson suggested that an All Boards Meeting be held in July to get a status report from the various boards and committees regarding their progress over the last eight years. Nilsson felt that the All Boards Meeting was also a good way to recognize volunteers. The Board concurred. Khumalo suggested that the MPIC mail out surveys as well as post the survey on the town's website. The All Boards Meeting was scheduled for Tuesday, July 15, 2003.

Inquiries on Sale of Town Land

Romeo referenced a memorandum dated June 5, 2003 from Ledoux regarding three requests received by his office to sell Town owned land. Romeo read the procedures for selling Town owned land as follows:

- 1) The Selectmen need to determine that the property is surplus and not needed by the Town;
- 2) Town Meeting authorizes the sale of the land;
- 3) The Town puts the property out to bid and awards to the highest bidder.

Review of Draft Letter on Homeland Security

Romeo reported that the draft letter was requested by Jefferies at the May 27th meeting due to his concerns regarding the lack of direction and resources relative to preparation for possible future terrorist attacks. The Board reviewed the letter and made revisions. Jefferies suggested that the letter be sent individually to President Bush, Vice President Cheney, Homeland Security Secretary Ridge, Congressman Meehan, Senator Kennedy, and Senator Kerry. Ledoux to revise the letter and provide a draft at the June 23rd meeting for the Board's review.

Homeland Security Grant

Richard Rochon, Fire Chief, was present seeking the Board's support for a Homeland Security Grant. The Grant is being applied for by the entire Fire District 6 (18 communities) to enhance radio communication throughout the District. Rochon stated

that part of the Grant brings better communication and enhances systems by providing a common radio frequency. The District has hired a professional Grant writer. It was moved by Jefferies, seconded by Healy-Coffin, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to support the Homeland Security Grant funding request as outlined in Chief Rochon's letter dated May 28, 2003.

Licenses and Permits

One Day Wine and Malt License, June 13 and August 1 – Wine Tasting Class – Roudenbush Community Center, Debra VanderWerf – It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to grant the One Day Wine and Malt License.

Appointment to 275th Westford Anniversary Committee

Request received from Jim Arciero, Co-chairman of the 275th Westford Anniversary Committee, for appointment of Sally Pratt, 7 Hearthstone Road. It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to appoint Sally Pratt to the 275th Westford Anniversary Committee.

Franklin Property

No report at this time.

Minutes

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 1 ABSTAINING (Silva) and 1 ABSENT (Loiselle), to approve the minutes of April 29, 2003 Regular Session.

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 1 ABSTAINING (Silva) and 1 ABSENT (Loiselle), to approve the Executive Session minutes of April 29, 2003 but NOT release to the public.

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 1 ABSTAINING (Silva) and 1 ABSENT (Loiselle), to approve the minutes of May 5, 2003 Regular Session.

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to approve the minutes of May 10, 2003 Regular Session.

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to approve the minutes of May 13, 2003 Regular Session.

Board Reports/Updates

Cable Advisory Committee - Silva reported that the Cable Advisory Committee recently met with representatives from a wireless company known as Liberty Networks regarding a possible alternative to Broadband from Comcast. Silva also reported that Westford will probably become petitioners relative to the tier rate process associated with Comcast.

Westford Academy Career Day – Romeo reported that he recently participated in the Westford Academy Career Day held during a breakfast consortium.

Keyes Corner LIP Program, Site Visit – Khumalo reported that DHCD conducted a site visit on Monday, June 9, 2003 to the Keyes Corner 40B project. The site visit was well attended by town staff. The discussions centered on site engineering issues.

Keyes Corner LIP Program, Appointment of Appraiser – It was moved by Jefferies, seconded by Healy-Coffin, and VOTED 4 in FAVOR WITH 1 ABSENT (Loiselle), to select Diane Holmes as appraiser.

Old Business/New Business

Town Manager Evaluation Process – Healy-Coffin explained the performance appraisal process and asked the Board to read Ledoux's contract. Khumalo suggested that Silva meet with Chris Liebke, Human Resources Director, for a complete explanation of the form. Romeo asked that Ledoux provide a copy of last year's form with the goals listed on the form. Continued to June 23, 2003.

Town Manager Vacation – June 6 – 11.

Town Engineer Appointment – Romeo reported that James Arsenault has been hired as the new Town Engineer.

Amendment to Hillman Trust Agreement – Jim Rand, Highway Department, reported that Gordon Shaft from Design Techniques has been hired as Clerk of the Works to oversee the construction of the new Highway Garage. Rand submitted an amended Purchase & Sale Agreement regarding the renegotiations associated with the Hillman property. Rand explained that the previous agreement included moving the barn. Rand stated that it is impossible to move the barn and it is more feasible to tear down the barn. Rand also explained that instead of a retaining wall the Committee has negotiated for a 20

foot permanent grading easement for access to the Highway Garage site at a cost of \$60,000. Parcel A will be given to the Town at no cost. Rand stated that Hillman's attorney and Town Counsel have both reviewed the amended Purchase & Sale Agreement and would be providing the agreement to Rand on Wednesday, June 11, 2003. Rand asked the Board to approve the signing of the agreement. Rand to provide the agreement to each board member individually for signatures on Wednesday or Thursday, June 11th and 12th. It was moved by Jefferies, seconded by Healy-Coffin, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to conditionally approve the Purchase & Sale Agreement amendment which includes the permanent slope easement, change in the status of the barn requirement, Parcel A, and the sum of \$60,000 conditioned upon reading the final documents.

All Boards/Land Gift Updates – Romeo reported that the Planning Board has requested a joint boards meeting with the Selectmen, Conservation Commission, public safety and possibly the Board of Health to discuss the Route 225 bypass road. The Board agreed to hold a joint boards meeting on Tuesday, June 24, 2003. Khumalo updated the Board on following items:

The final wetlands report has been received and will be discussed by the Conservation Commission on Wednesday, June 11, 2003.

A meeting with Town Staff, the Chairman of the Planning Board, Gutierrez and Mass Highway will be held on Thursday, June 12, 2003 in Worcester. An update on the town meeting votes regarding land gifts and the intersection improvements at Concord/Power Roads will be provided to Mass Highway.

The Planning Board will be discussing the environmental report and traffic issues relating to Westford Tech Park West on Monday, June 16, 2003.

A joint boards meeting will be held on Tuesday, June 24, 2003 to discuss the wetlands report from the consultant and intersection improvement plans for Concord/Power Roads, an update from the Town's consultant and Rizzo Engineering regarding traffic figures, and a general discussion of the EIR study being prepared by Gutierrez.

Town Hall Closed on June 13, 2003 – Romeo announced that the Town Hall would be closed to the public on Friday, June 13, 2003 for the purpose of taking inventory of records and files.

Summer Schedule – The Board set the following summer schedule:

Tuesday, July 8 regular session
Tuesday, July 15 all boards meeting
Tuesday, August 12 regular session

Update on Abbott Mill – Romeo provided an update on the Abbott Mill potential 120 rental unit redevelopment project. Romeo stated that if the Town can get 25% of the rental units as affordable units the total 120 units will count toward the Town's affordable housing cache. Romeo stated that $\frac{3}{4}$ of 1% of the affordable housing cache must increase in order to be a defense against future 40B projects. Romeo stated that he asked the developer for a price on the 12 units and the 6 "Westfordable" units in order to meet the 25% quota. Romeo felt that if the present value of the units is workable the Town should explore that option. Khumalo reported that he discussed with the developer increasing the number of affordable units. Khumalo stated that the developer indicated that he needs time to study available funding options and time to study affordable housing for his business plan. Khumalo stated that the Town has scheduled meetings for the developer with various state housing departments. Khumalo also reported that the Pleasant Street Bridge has been removed from the bridge priority list due to a reduction in TIP money with NMCOG. The Town is seeking the assistance of Rep. Hall and Senator Panagiotakos to get the bridge back on the priority list. Romeo noted that the bridge directly impact the Abbott Mill project.

Correspondence

Romeo read the list of correspondence.

6.1 Letter of resignation – Bill Harman Conservation Commission. It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to send a letter thanks to Bill Harman.

6.2 Department of Housing & Community Development Right of First Refusal – 12 Stoneview Drive. Romeo reported that a lottery was held regarding this property and that it is currently under contract with a Westford resident.

6.3 Department of Housing & Community Development Right of First Refusal – 10 Groton Road. Romeo invited qualified residents to contact Chris Pude, Housing Authority Director, regarding the lottery on the 2 units at 10 Groton Road.

6.6 Westford Council on Aging – April 2003 Van Report. Jefferies asked for a month to month summary sheet from Joanne Sheehan, Director of Council on Aging, in order to determine trends.

Open Items

- 6/10-1 Khumalo to forward the signed Resolution re: Solomon Mental Health to the City of Lowell.
- 6/10-2 Ledoux to revise draft letter on Homeland Security for the Board's review on 6/23.
- 6/10-3 Ledoux to send letter of thanks to Bill Harman re: resignation from ConsCom.
- 6/10-4 Khumalo to ask Joanne Sheehan to provide month to month summary sheets re: van reports.
- 6/10-5 Ledoux to provide last year's town manager evaluation form with the goals listed.

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Adjournment

It was moved by Healy-Coffin, seconded by Jefferies, and VOTED 4 IN FAVOR WITH 1 ABSENT (Loiselle), to adjourn the meeting at 9:40 p.m.

Steve Ledoux, Town Manager

Christopher Romeo, Chairman